

## 113 - BUILDING AND SAFETY

### Operational Summary

#### Description:

The Building and Safety fund is a Restricted/Special Revenue Fund to enforce safety codes, ordinances and statutes related to construction and use of buildings, oil production, signs, zoning and community development in unincorporated areas of Orange County.

#### Strategic Goals:

- Process development permits.
- Provide excellent client services.
- Review building plans for compliance with building codes and regulations.
- Maintain plan check response time.

#### Key Outcome Indicators:

Outcome Indicator	2002 Business Plan Results	2003 Business Plan Target	How are we doing?
<b>NUMBER OF BUILDING AND HOME INSPECTIONS COMPLETED.</b> <b>What:</b> Provide citizens of unincorporated Orange County safe building through compliance with codes. <b>Why:</b> To ensure safety of new residential and non-residential construction.	133,652 inspections projected to be completed.	Key outcome measures will be updated in the 2004 Business Plan.	Not Available
<b>PERCENTAGE OF INSPECTIONS/REVIEWS PERFORMED WITHIN 1 BUSINESS DAY.</b> <b>What:</b> Provide efficient customer service to clientele. <b>Why:</b> To provide fair and efficient service to clientele.	95.6% completed within 1 business day (Year-to-date).	Key outcome measures will be updated in the 2004 Business Plan.	Not Available
<b>PERCENTAGE OF APPROPRIATE STAFF RECEIVING TRAINING/CROSS-TRAINING IN NPDES.</b> <b>What:</b> Federally-mandated unfunded storm water program administration & inspection. <b>Why:</b> To reduce impact of pollutants on watersheds stemming from storm water run-off.	Assess impact on staffing & resources; design & implement program including amendments to local CEQA guidelines & new standard mitigations/conditions to be applied to projects.	Key outcome measures will be updated in the 2004 Business Plan.	Not Available

#### At a Glance:

Total FY 2002-2003 Projected Expend + Encumb:	11,479,889
Total Recommended FY 2003-2004 Budget:	12,887,398
Percent of County General Fund:	N/A
Total Employees:	81.00

### Fiscal Year FY 2002-2003 Key Project Accomplishments:

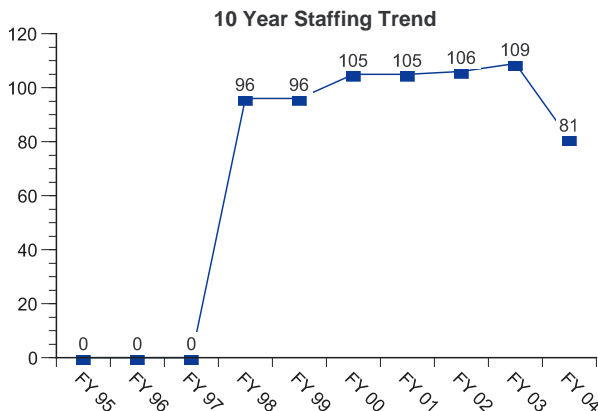
- In Calendar Year 2003, PDSD finds itself without a Business Plan because of a financial crisis that unfolded at the close of FY 01-02. The complications arising from the fiscal crisis are of a magnitude that a reorganization and reinventing of the Department is necessitated that reaches far beyond standard Business Plan goals and strategies. As a result, every aspect of the Department is being subjected to a full review from the ground up with a focus on the core services required by the community.
- An \$8 million line of credit was granted by the Board of Supervisors
- An Interim Director, Larry Leaman, volunteered to assist in guiding the Department until a permanent Director is selected
- Recruitment for a new Director was initiated in April, 2003
- A second Assistant Director, Walt Krause, was assigned to manage all of the fiscal and administrative services for PDSD
- Layoffs were implemented to reduce staff size to fit the budget and projected workloads. Seventeen (17) positions were vacated as a result. Most staff members laid off were reassigned to other County Departments.
- Early retirements were offered and accepted by 4 staff members to help ameliorate the impact of layoffs
- Temporary transfers of employees from the CEO's and Auditor-Controller's offices were executed to bring in experienced budget specialists to review and amend fiscal policies and practices
- Retired County employees were brought back as Extra Help to assist with budgetary and accounting issues.
- Retired Managers were brought back as Extra Help to assist in critical processing of subdivision maps and other crucial planning services
- A new Time & Materials based fee ordinance was proposed and approved by the Board of Supervisors on March 4, 2003 and implemented on April 3, 2003.
- The APPS System was modified to accommodate the new Time & Materials based fee system
- PDSD employees were trained to implement and execute the Time & Materials system
- A Fee Appeals Review Board and Hearing Officer process has been developed and sent to County Counsel for alteration and review
- Numerous new budgetary stopgaps implemented including:
- New cash-flow monitoring system implemented for Fund 113, which is shared with CEO & Auditor-Controller
- Regular meetings are held with key County Agencies (CEO, A-C, County Counsel and Internal Audit)

**SUBDIVISION & GRADING SERVICES** - Issues and inspects grading permits; maintains subdivision tentative maps; reviews and approves street and drainage improvement plans; processes Subdivision Committee Agenda; administers the Master plan of drainage; and provides support of additional duties imposed by unfunded mandate of PDSD's role in Regional Water Quality Control Boards' storm water permits pursuant to the Natural Pollutant Discharge Elimination System (NPDES) in conjunction with other departmental divisions, county departments and outside government agencies.

**BUILDING PERMIT SERVICES** - Reviews and approves all plans for building improvements and community development within unincorporated areas of the County for compliance with county building ordinances & applicable state building regulations; issues building, plumbing, electrical, mechanical, use and occupancy permits; and reviews acoustical reports for compliance with county land use and noise compatibility standards.

**BUILDING INSPECTION SERVICES** - Reviews and approves all plans for building improvements and community development within unincorporated areas of the County for compliance with county building ordinances & applicable state building regulations; issues building, plumbing, electrical, mechanical, use and occupancy permits; and reviews acoustical reports for compliance with county land use and noise compatibility standards.

### Ten Year Staffing Trend:



### Ten Year Staffing Trend Highlights:

- Planning & Development Services Department was established on November 19, 1996 in accordance with Board Resolution No. 96-825. The staffing change from FY 1998/1999 to FY 1999/2000 is due to converting limited term and extra help Building Inspectors to regular positions. Although our staffing level began FY 02/03 at 106 in Fund 113, the 1/03 layoffs reduced actual staff to 81 filled positions. That leaves 28 slots vacant, of which PDSD will request to retain 19 based on projected workloads, including the duties imposed by our assigned functions under NPDES.

## Budget Summary

### Plan for Support of the County's Strategic Priorities:

Consistent with PDSD's Strategic Goals to: assist the County with the utilization of integrated computer applications and inter/intra electronic communications; strive toward a "paperless" work environment; continue modification and essential expansions of APPS; return to core services in a fashion providing quality public service and efficiency consistent with the budgetary constraints of the current economy; and to complete the recruitment of a New Director and other rightsizing issues required to deliver public service in the most efficient and effective manner.

### Changes Included in the Recommended Base Budget:

Deletion of twenty-eight positions with a total of \$3,811,769 reduction in appropriation (\$1,840,669 reduction in Salary & Employee benefits and \$1,971,000 in Services & Supplies). Of this, \$3,263,397 in reductions (19 positions with \$1,294,793 in S&EB's and \$1,968,604 in S&S) is being included in the base budget as a requirement in order to reflect a balanced baseline budget. Accordingly, PDSD is requesting via separate budget augmentations for Board considerations that the \$3,263,397 be restored in the budget to allow adequate appropriations to support critical permit services and interfund charges between Fund 071 and Fund 113.

### Requested Budget Augmentations and Related Performance Results:

Unit/Amount	Description	Performance Plan	Ref. Num.
<b>RESTORE BASE BUDGET FUNDING-- 19 POSITIONS AND S&amp;EB Amount: \$ 1,294,793</b>	Restoration of 19 positions and associated funding removed from the base budget.	Meet obligations to primarily provide service & support for Flat Fee permits remaining in FY03-04.	113-004
<b>RESTORE BASE BUDGET FUNDING-- S&amp;S Amount: \$ 1,968,604</b>	Restoration of S & S deleted from base budget to provide continued Administrative & Support Svcs.	Restoration of S&S critical in meeting interfund direct & indirect charges from Fund 071.	113-005
<b>LEGAL FEES Amount: \$ 200,000</b>	Request for additional legal costs to Fund 113 in conjunction with Barratt American litigation.	Meeting legal requirements associated with Barratt American litigation defense actions & reviews.	113-007
<b>ADDITIONAL RESERVES Amount: \$ 1,000,000</b>	Request for additional reserve to accommodate potential cash and/or budget shortfall in FY 2003-2004.	Ability to meet financial obligations	113-008

## Proposed Budget and History:

Sources and Uses	FY 2001-2002 Actual	FY 2002-2003 Budget As of 3/31/03	FY 2002-2003 Projected <sup>(1)</sup> At 6/30/03	FY 2003-2004 Recommended	Change from FY 2002-2003 Projected	
					Amount	Percent
Total Positions	-	100	100	81	(19)	-19.00
Total Revenues	15,590,719	17,052,276	13,898,402	12,887,398	(1,011,004)	-7.27
Total Requirements	18,023,000	17,052,276	11,664,326	12,887,398	1,223,072	10.49
Balance	(2,432,281)	0	2,234,076	0	(2,234,076)	-100.00

(1) Requirements include prior year encumbrances and expenditures. Therefore, the above totals may not match FY 2002-2003 projected requirements included in "At a Glance" (Which exclude these).

Detailed budget by expense category and by activity is presented for agency: Building and Safety in the Appendix on page 506.

### Highlights of Key Trends:

- Time and Materials Deposit and Fee system adopted to ensure fair pricing to clients and to realistically recapture costs of delivering service
- Processed the following major projects: Newport Coast/Newport Ridge; Ladera Planned Community residential projects in Planning Areas 3 & 4B
- APPS expanded to provide Time and Materials tracking and estimating to assist both in-house functions and public accessibility
- Complete reorganization and revitalization initiated including statewide search for Director of Planning & Development; right-sizing department to meet projected future needs; implementation
- Continuation of development and implementation of revised APPS Phase IV
- Implementation of monitoring Time and Materials tracking system to prepare 6-month overview for Board of Supervisors (October 2003)